

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



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REQUEST FOR SPACE (“RFS”)  
Open-2018-6  
**Office of the Chief Technology Officer**

The District of Columbia’s Department of General Services is seeking offers for the lease of data center colocation services that satisfy the criteria listed below (“Lease”). The agency slated to occupy the proposed space is the Office of the Chief Technology Officer (“OCTO”).

**Background**

The Office of the Chief Technology Officer is made up of many departments to develop, implement, and maintain the District’s IT and telecommunications infrastructure; develop and implement major citywide applications; establish and oversee IT enterprise architecture and website standards for the District; and advise District agencies on technology solutions to improve services to businesses, residents and visitors in all areas of District government.

Below is a high level overview of the requirement:

<b>Building Type:</b>	Purpose built data center structure
<b>Location:</b>	DGS is identifying locations for this project within Northern VA, including but not limited to the Reston area, as well as facilities in Loudoun County. <b>Preference shall be given to those facilities that are a minimum of 20 miles outside of Washington, DC</b>
<b>Raised Floor Area:</b>	5,000 SF secured data hall
<b>Office Area:</b>	200 SF of dedicated office space
<b>Critical Power Demand:</b>	600 kW
<b>Power Infrastructure:</b>	N+1 on UPS, generators, and PDU’s (critical power components)
<b>Cooling Infrastructure:</b>	N+1 minimum on chillers, pumps, and CRAH units
<b>Contraction Option:</b>	As the District continues to evaluate cloud and other outsourced IT infrastructure solutions, the amount of Raised Floor Area and Critical Power Demand may reduce over time. Please explain Landlord’s ability to accommodate a downsizing of services resulting from the District’s ability to return space and power capacity to the Landlord during the term of the Lease
<b>Network:</b>	Please provide a summary of the network connectivity into the proposed facility, including fiber route diversity, number of facility MMR’s, as well as a list on on-net providers currently serving the facility

<b>Fit Out:</b>	New facility to be delivered rack ready, with ability to have landlord build-out data halls with overhead bus bar, structured cabling, racks, and A/B power circuits. If required, details of the fit out requirements will be provided by OCTO at a later date
<b>Operations:</b>	Proposal from landlord/provider should include ongoing facilities management of infrastructure as part of proposal – a Turn-key colocation lease
<b>Delivery:</b>	A new facility needs to be constructed and commissioned, ready for occupancy, no later than January 1, 2019 if not sooner

## Evaluation Criteria

The Evaluation Criteria are as follows:

- A. Agency Operation
- B. Rental Rate and Rent Structure
- C. Location

## Submission Instructions

Offerors shall submit their proposals by responding to or accepting each of the terms included under the Evaluation Criteria in the order and format presented below. Please clearly state any exceptions or substitute language to any of the terms listed below.

**A. Agency Operation** – To be evaluated based on the suitability of space to meet the operational needs of OCTO.

**Tenant:** The District of Columbia, a municipal corporation, acting by and through its Department of General Services (the “District”).

The District agencies initially occupying the premises will be OCTO. The District retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease, or otherwise requiring Offeror’s consent.

**Building:** Please provide a high level overview of preliminary proposed solutions that meet the requirements previously outlined

- Description of building systems, power infrastructure and utilities that will be required to the, HVAC system servicing the space, etc.;
- Description of building’s security and access controls;

- Detailed description of maintenance of the premises and the equipment and cleaning;
- Description of current recycling programs;
- Description of energy efficiency programs and equipment;
- Statement as to ADA compliance; and

**Landlord:**

Please provide ownership information including:

- Evidence of experience developing and operating data centers;
- Management structure; and
- Evidence of Offeror's wherewithal to fund initial construction, ongoing building operations, a tenant improvement allowance and, if applicable, other Premises improvements.
- Please explain Landlord's ability to provide a Service Level Agreement for the delivery of data center services as part of the Lease

**Lenders:**

Please provide a detailed description of any lenders with financing associated with Offeror's ability to move forward with this project.

**Premises:**

Please propose 5,000 SF of data hall space and 200 SF of dedicated office space. Please also provide information on available shared offices, conference and storage space. Please provide the following:

- Floor plans delineating specific floor and square footage;
- Description of the condition of space;
- and
- Offeror's agreement to utilize BOMA standard of measurement for the building and Premises.

Please note that:

- Offered space must meet the District's requirements for fire, safety, handicapped accessibility, and sustainability.

**Test Fit:**

Within 10 business days after the submission due date, the District will notify Offerors whose proposals have been short listed by the District for purposes of in-person landlord interviews . After the landlord presentations are complete, the District shall select a partner for the project, at which point Offeror shall, at its sole cost and expense, without any reimbursement from the District: provide test fits for the sites being considered based upon the programming requirements provided by the District together with the Landlord's detailed pricing notes.

**Lease Term:**

Please provide proposals for Five (5), Seven (7) and ten (10) year terms.

**Option Term:**

The District requests an option to extend the term for two (2) additional period of five (5) years.

**Rent Commencement Date:**

The District shall commence paying rent when the Premises is delivered to the District with any work to be performed by the Offeror completed, as evidenced by a certificate of occupancy. Please confirm Offeror can deliver the substantially completed Premises no later than January, 1 2019 (preference for earlier delivery).

**Assignment/Subletting:**

Please confirm the District shall have the right, subject to Offeror's consent, which consent shall not be unreasonably withheld, conditioned or delayed, to assign the Lease or sublease all or any portion of the Premises.

**Building Hours:**

The District will require access 24 hours a day, seven days a week.

**Parking:**

Please reference the availability and type of parking (i.e. structured vs. service and reserved). OCTO requires 14 parking spaces for Official Government Vehicles, and 7 parking spaces for Employee/Visitor Use. Please provide the cost per parking space on a monthly basis, including any scheduled escalations in cost.

**Turnkey Build-out:**

Landlord, at Landlord's sole cost and expense, using mutually agreed upon materials and finishes or making use of the existing

improvements, shall build out the Premises based upon a mutually agreeable specifications (to include a test fit prepared prior to LOI execution) on a “turnkey” basis. Landlord shall prepare all drawings at Landlord’s expense. The turnkey build out shall cover all hard and soft costs of construction including architectural, engineering fees, , raised floor, cooling infrastructure, power infrastructure, and security. Landlord and Tenant shall agree to the plan scope and finish level and the same shall be made an exhibit to the lease.

The District shall require that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. The Turnkey Build-out thereunder shall be subject to the requirements of D.C Code Section 2-218.46 regarding the use of Small Business Enterprises and Certified Business Enterprises (as such term is defined under D.C. Code Section 2-218.02), provided that 50% SBE/CBE participation shall be required (rather than 35%). The Work Exhibit shall set forth the foregoing requirement.

**Brokerage:**

Savills Studley, Inc. is recognized as the exclusive broker representing the District in this proposed transaction. Upon execution of a Lease with the District, Landlord shall compensate Savills Studley, Inc. with a commission equivalent to 3.0% of the Lease value based on the Annual Rent (as defined below) over the initial Lease Term.

**Section B. Rental Rate and Rent Structure**– To be evaluated in context of the overall value to the District and the competitiveness relative to market, considering such factors as condition of space, efficiency of space, proposed TIA and flexibility in the utilization of the TIA, rental abatement period, escalations, etc. Rent should be submitted based on the following proposed structures:

- \$/kW/mo. modified gross rent (inclusive of all costs, except critical power and cooling expenses, which shall be metered and passed through to the District with no mark-up)
- AND
- \$/SF/yr, for which the components being asked for are outlined below Critical power and cooling expenses, shall be metered and passed through to the District with no mark-up

**Net Rent:** Escalations will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent (as hereinafter defined).

**Operating Expenses:** The Annual Rent for the first year shall include operating expenses (OpEx). OpEx is subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the OpEx for the first year proposed by Offeror will be subject to verification by the District and may be subject to revision prior to Lease execution

**Real Estate Taxes:** The Annual Rent for the first Lease year shall include the “Real Estate Tax Base,” which shall be equal to the District’s proportionate share of real estate taxes for the building for such first year.

Commencing on the anniversary of the first Lease year, the District will owe its proportionate share of real estate taxes for the building that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be subject to verification by the District and the amount may be subject to revision prior to Lease execution.

**Utilities:** Electricity shall be metered and passed through to the District with no mark-up.

**Tenant Improvement Allowance Amortization:** Annual Rent shall include TIA amortized over the initial Lease Term.

**Annual Rent:** Total of the Net Rent, Operating Expenses, and Real Estate taxes above. Please provide an aggressive, market sensitive rent proposal **(including concessions such as rent abatement)**. Please use a modified gross rental structure (Annual Rent as described above, not inclusive of utility costs). Please also include an estimated annualized budget for utilities consumption based on the proposed design included in the Background section of this document.

Below is an **EXAMPLE ONLY** of how the proposed rent structure should be presented:

Net Rent	\$15.00
Operating Expenses	\$10.00
Real Estate Tax Base	\$ 9.00
TIA Amortization	<u>\$11.00</u>
<b>Annual Rent for first Lease year</b>	<b>\$45.00 RSF</b>

<b>C: Location</b>
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**Preferred Locations:** Location would allow for a sufficient security setback from public areas and feature a comprehensive physical security plan inclusive, at minimum, of a perimeter security fence and/or defensible landscaping, as well as multi-layer physical security from public areas into the proposed District's space.

### **Submission Format and Due Date**

Please provide one (1) hard copy and two (2) electronic copies in Microsoft Word and PDF on a USB flash drive labeled **Office of the Chief Technology Officer**. The offers shall be written in 12-point font size on 8.5"x 11" paper. Offers must also include **signed** DC DGS FORM S-103. Note the link to this form is:

[http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20-%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement\\_0.doc](http://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DC%20DGS%20Form%20S%20103%20-%20Conditions%20Applying%20to%20Solicitation%20and%20Offerors%20Acknowledgement_0.doc)

**Addendum:** If it becomes necessary to revise any part of this RFS or if additional data is necessary to enable interpretation of provisions of this RFS, such revisions or additional data will be made available online.

Offers must be hand delivered to:

**Department of General Services**  
**ATTENTION: Eric Harris**  
REFERENCE: Open-2018-6  
2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor  
Washington, DC 20009  
***No phone calls please.***

***Any matters that are not addressed in this RFS and that would further distinguish the Building from other competing buildings should be addressed in your response.***

Electronic mail and facsimile Offers **will not** be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **“Offer in Response to Open-2018-6. Offers must be submitted to DGS with all required information and documentation by 3:00 pm on September 28, 2018 in order to be considered.**

*This Request for Space shall not be considered an offer to lease and DGS reserves the right to withdraw this Request for Space at any time.*